



**DEPARTMENT OF THE ARMY**  
**E COMPANY, 3<sup>RD</sup> BATTALION, 11<sup>TH</sup> INFANTRY REGIMENT**  
**BLDG 76, 6510 MCVEIGH DRIVE**  
**FORT BENNING, GEORGIA 31905**

ATSH-TPC-E

15 March 2016

MEMORANDUM FOR Students, Direct Commission Course Class 003-16 (200<sup>th</sup> JAOBC)

SUBJECT: Introduction to the Army Direct Commission Course

1. Welcome to the United States Army Direct Commission Course (DCC). I am your company commander, CPT David Sambrone-Darkins. You are assigned to E Company, 3<sup>rd</sup> Battalion, 11<sup>th</sup> Infantry Regiment (Officer Candidate School) for the duration of DCC.
2. Our mission at the Direct Commission Course is to develop and train officers on fundamental skills, leadership, physical fitness, mental toughness, tactical and technical proficiency, who are ready today to join our Army at war while taking care of our Soldiers, Civilians, and Army Families. My Officers and Non-Commissioned Officers will coach, teach, and mentor you in fundamental Soldier skills. These skills will give you a solid foundation in leadership, physical fitness, mental toughness, and tactical and technical proficiency in order to aid you in the execution of your branch's mission. My cadre expects you to come to this course with a positive attitude, and a team-first, never-quit mentality that embodies the Warrior Ethos, a strong desire to learn, and the will to live the Army values 24/7. You are Officers, and therefore leaders, in the finest fighting force in history. I fully trust that your actions and conduct will reflect this awesome and honorable responsibility. My cadre and I are committed to your development as an Officer and will display the highest standards of professionalism at all times. This course will challenge you mentally and physically; we will not send you away untrained or unready for today's battlefield.
3. Refer to the DCC website at <http://www.benning.army.mil/infantry/199th/dcc/> as it contains valuable information about the course. If you have questions or concerns this letter does not address, please contact me or the following individuals:
  - a. CPT David Sambrone-Darkins at [david.a.sambronedarkins.mil@mail.mil](mailto:david.a.sambronedarkins.mil@mail.mil), or (706) 545-7285.
  - b. SFC Christopher Wold at [christopher.r.wold.mil@mail.mil](mailto:christopher.r.wold.mil@mail.mil), or (706) 545-6966.

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4. Reporting. You will report to DCC at 1200 hours on 15 May 2016. You may report in civilian clothing. You will report at Building 83, Towle Drive, Fort Benning GA 31905. Park and follow signs to the classroom where in-processing will take place. If you think you will be late, please contact SFC Wold.

5. Lodging. Students will reside in the E company barracks for the duration of their time at DCC.

a. Each student will have a roommate of the same gender. Cadre assign rooms prior to student arrival. The company first sergeant will issue a room key to each student for the room in which he or she will reside.

b. Due to limited space in the barracks room, please keep personal belongings to a minimum. Each room has a shower and toilet, a bed, chair, desk, lamp, and lockable closet for each student. Cadre will issue linen and bedding, including two sheets, a blanket, pillow, and pillow case to each student during in-processing. Students do not need to provide their own linen.

c. You are not authorized to store or consume alcohol in the barracks.

6. Driving on post. Effective Jan. 1, 2015, those who attempt to enter Fort Benning without a federal government-issued identification card (Military ID, Military Dependent ID, Common Access Card or Automated Installation Entry Card) or a visitor's pass will be subject to a background check before being allowed to enter the installation unescorted. The I-185 Visitor Control Center is located to the left of the entrance to Fort Benning from I-185. As of Jan. 1, 2015, the VCC is open 24/7 to process background checks and issue visitor's passes. Please plan extra time for your visit to Fort Benning and arrive early to process through the VCC and obtain your pass. The process should take approximately 5-7 minutes per person. When driving on post, you may not send text messages. You may make phone calls, provided you use a hands free device. Please bring a copy of your vehicle registration and proof of insurance as cadre will inspect your vehicle for safety during in-processing. For further information regarding Fort Benning gate access information, please check the links below.

a. <http://www.benning.army.mil/gateinfo/media.html>

b. <http://www.benning.army.mil/gateinfo/>

c. <http://www.benning.army.mil/gateinfo/vcc.html>

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7. In-Processing. When you arrive at 1200 on Sunday, 15 May 2016, you will sign in to DCC. Be prepared to provide a copy of your orders and TDY paperwork, and to fill out a personal data sheet. You will then sign for a barracks room and for equipment required for use throughout the course. During the first week of DCC, you will in process the Army, including medical and dental processing, uniform fit and purchase, finance, and various other personnel processing actions. To make processing smooth, please bring the following items:

- a. A black or ACU pattern backpack to carry documents.
- b. Several black pens and a small notebook.
- c. Twenty (20) copies of your original orders and all amendments.
- d. Five (5) copies of DD Form 1610 (TDY paperwork).
- e. Military ID card/common access card and ID tags if you currently have them. If you do not have a common access card, personnel processors will issue one to you. Be sure to bring another form of photo identification.
- f. Three copies of dependents photo ID, birth certificates, and social security numbers. These are used to enroll your dependents in DEERS.
- g. Five (5) copies of your marriage license, if applicable.
- h. Five (5) copies of child support orders and/or custody orders, if applicable.
- i. Three (3) copies of SF 1199A (Direct Deposit Form) from your bank or a voided check from your checking account to start or update the direct deposit of your pay.
- j. Emergency point of contact information and contact information for your parents and immediate family.
- k. Two (2) copies of your driver's license, automobile registration, and proof of insurance (if applicable).
- l. A copy of your 201 file and/or DD214, if applicable.
- m. Two (2) copies of dependents' insurance and primary physician contact information.
- n. One original and one copy of eyeglass prescriptions, medical records, dental records, and shot records.

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- o. A copy of your DA Form 31 if you are coming off leave.
  - p. If you have a government travel card, please bring it. If not, you will apply for a government travel card while at DCC.
  - q. Prior enlisted officers must bring two (2) copies of prior and current oaths of office (DA Form 71), DD Form 214, DD Form 220, DD Form 215, enlistment/re-enlistment contracts, ROTC contract (DA Form 597), Reserve contracts, Reserve SMP form (DA Form 4824-R), simultaneous membership program agreement, oath of extension, NGB Form 22, DD Form 93 and SGLV, and retirement points worksheet.
  - r. National Guard and Reserve officers must bring two (2) copies of lease agreements or mortgage payments, if applicable. You will need this paperwork to start your basic allowance for housing. National Guard and Reserve officers must also bring two (2) copies of their leave and earnings statement.
8. Report to DCC in good physical condition. To graduate the course, you must pass the Army Physical Fitness Test.
9. You are not authorized to bring privately owned weapons to DCC.
10. Uniforms and packing list items. Please review the attached packing list. While at DCC, you will only wear the Army Combat Uniform and Army Physical Fitness Uniform; however, you must also possess the Army Service Uniform for JAOBC. I have allotted time during the first full day of the course for uniform fit and purchase at the Fort Benning Military Clothing and Sales. Although it may be easier for you to procure the majority of the packing list items before reporting to the course, you may also purchase items at that time.
11. Review the attached packing list and training calendar, and ensure you arrive on time. Do not hesitate to contact us if you have any questions. We look forward to training you.

///ORIGINAL SIGNED///

DAVID A. SAMBRONE-DARKINS  
CPT, CM  
Commanding